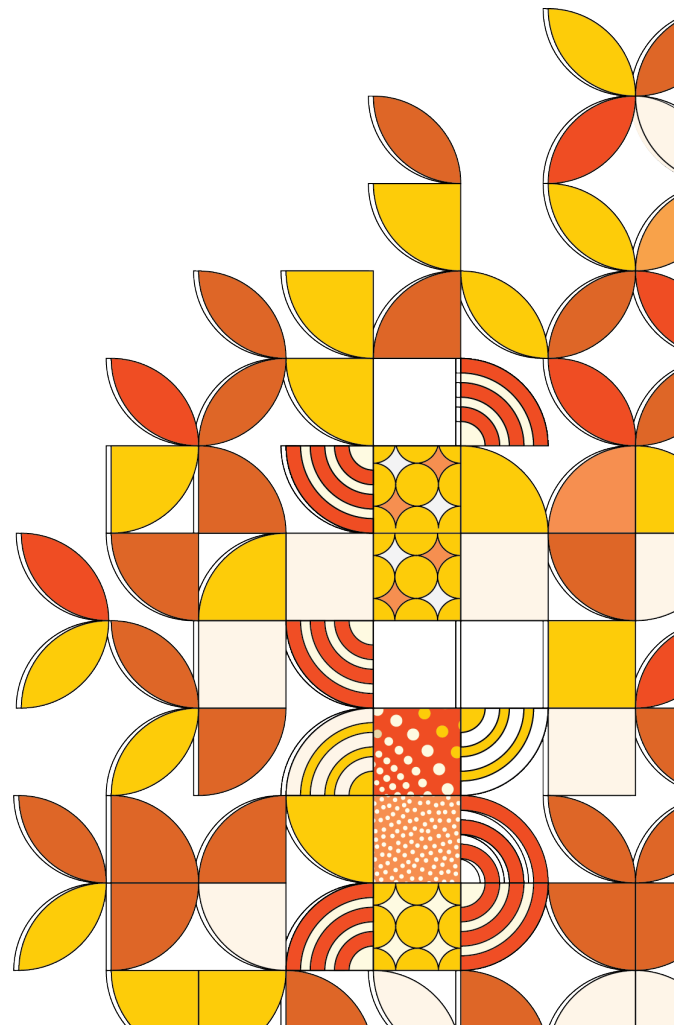


# Attendance Policy



## SECTION 1

### Purpose

1. This policy describes the Institute of Health & Management's (IHM's) principle information on attendance and sets out the attendance requirements, criteria and processes used to determine satisfactory attendance.
2. The primary purpose of this policy are to:
  - a) Ensure that all on shore international students enrolled in the Institute of Health & Management (IHM)'s accredited or non-award courses are managed responsibly and in accordance with the requirements of the [Education Services for International Students \(ESOS\) Act 200](#) and National Code of Practice for Registration Authorities and Providers of Education and Training (2018).
  - b) Monitor and ensure attendance requirements for students undertaking fully online units of study.
  - c) Monitor and ensure attendance requirements for domestic students studying at campus.

### Scope

3. This policy applies to students enrolled in a course of study at IHM including:
  - a) All on shore international students, to whom the Education Services for International Students Act 2000 applies.
  - b) All students enrolled in an ongoing course of study that is delivered fully online or through any form of distance education that does not involve students' presence at a designated physical location.
  - c) All domestic students.
  - d) ALL ELICOS students.

### Definitions

4. Definitions for key terms are presented in the Glossary of Terms

### Suite Documents

5. This Policy is linked to the following policy:
  - a) Attendance Procedure
  - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

## SECTION 2

### Policy

#### 6. Attendance Monitoring Principles

- 6.1 Attendance and participation in class activities are considered integral to IHM education. It is the intention and ethos of IHM education and policy that each student is actively engaged in the learning and teaching experience, and therefore attending scheduled classes is an expectation.
- 6.2 IHM will record and monitor the attendance of a student for each enrolled unit in a study period.
- 6.3 If attendance and/or participation in the class is a requirement and will impact on the student's grade, it is the responsibility of the academic to communicate clearly to students during the first week of the session and in the unit guide and/or course syllabus.
- 6.4 IHM will identify, contact, and provide support to a student who is at risk of failing to meet course progression requirements.

- 6.5 A student is expected to monitor academic progress and engage with the student support staff/academics if any anomalies to their course progression is identified or seek assistance if experiencing academic or personal difficulties that is impacting on their course progress.
- 6.6 For International students, unsatisfactory attendance/academic progress may result in the cancellation of their Confirmation of Enrolment (COE), which may have implications on their student visa.

## **7. Attendance Requirement**

- 7.1 All on-campus face-to-face students are encouraged to attend a minimum of 80% of the scheduled contact hours for each unit of study they are enrolled in.
- 7.2 A student enrolled in an ELICOS Program must maintain a minimum 80% attendance for the scheduled contact hours.
- 7.3 A student is required to attend 100% of the Professional Experience Placement (PEP) if PEP is a course requirement.
- 7.4 Attendance is defined as “active participation” in the course for students undertaking fully online units of study, as described in unit guides.
- 7.5 A student is required to attend orientation sessions in the first week of the course.
- 7.6 A student is made aware that attendance rates and class participation are directly related to academic progress and regular attendance is highly recommended.

## **8. Attendance Recording and Reporting**

- 8.1 To meet satisfactory course attendance, on-campus face-to face students are encouraged to attend at least 80% of scheduled course contact hours.
- 8.2 A student whose attendance falls below 80% will be classified as ‘at risk’, triggering procedures outlined in the Student Academic Progression Policy and Procedure.
- 8.3 An ELICOS student is identified as ‘at risk’ if not meeting attendance requirement if his/her attendance falls below 80%.
- 8.4 A student who is identified as ‘at risk’ will be contacted to attend a meeting with the Course Coordinator or Academic Team to ascertain reasons for low attendance and support required.
- 8.5 In accordance with the Student Academic Progression Policy and Procedure, if a student fails to respond to communications or initiate contact with the Course Coordinator or Academic Team, the student shall be issued an early Show Cause Notice.
- 8.6 Through the issuance of Show Cause Notices, students are reminded of unsatisfactory attendance/academic progress and are informed that such issues may be reported to the relevant Australian Government higher education and immigration agencies, potentially impacting visa condition.
- 8.7 Students must respond to the Show Cause Notice within 5 working days to initiate the necessary intervention strategies and support. In cases where a student is unable to maintain satisfactory attendance/academic progress and fails to respond to the Show Cause Notice, a 'Notification of Intention to Report' for unsatisfactory attendance/academic progress will be issued .
- 8.8 Students issued with a notification of ‘Intention to Report’ will be provided with the opportunity to submit an Appeal against IHM’s ‘intention to report’ letter within a period of 20 working days.

- 8.9 If a student fails to initiate an appeal within 20 working days, they will be issued a Termination Letter. In the event of unsatisfactory attendance/academic progress reported through PRISM, the student may face visa cancellation by the Department of Home Affairs.
- 8.10 For students engaged in fully online study, attendance serves the principal purpose of facilitating their engagement with the communication and social aspects integral to learning and teaching. Bilateral or multilateral communication is thus imperative for any activity deemed to contribute to or be counted towards satisfactory attendance.

## SECTION 3

### Associated Information

<b>Related Internal Documents</b>	Attendance Procedure Show Cause Notice Notice of Intention to Report Termination Notification Professional Experience and Placement Policy Professional Experience and Placement Procedure Student Academic Progression Policy Student Academic Progression Procedure Student Complaints and Appeal Policy Student Complaints and Appeal Procedure Course Handbook International Student Handbook
<b>Related Legislation, Standards, and Codes</b>	ESOS (2020). <a href="#">ESOS legislative framework</a> National Code of Practice (2018). <a href="#">National Code of Practice for Providers of Education and Training to International Students 2018</a> <a href="#">National Code of Practice (2018): Standard 6: Student Support Services</a> <a href="#">National Code of Practice (2018): Standard 8: International student visa requirements</a> <a href="#">National Code of Practice (2018): Standard 9: Deferring, suspending or cancelling the international student's enrolment.</a> HESF (2021). <a href="#">Higher Education Standard Framework Domain 1: Student participation and attainment</a>
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**Change History**

Version Control		Version 3.1
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	15/03/2021 Version 3	<ul style="list-style-type: none"> <li>• Policy and Procedure are now in two separate documents</li> <li>• Feedback from Wells Advisory was accepted</li> <li>• Definitions have been added</li> <li>• Minor editorial changes have been made</li> <li>• Version 3 approved by Academic Board in March 2021</li> </ul>
	24.11.2023 Version 3.1	<ul style="list-style-type: none"> <li>• Transfer into new template</li> <li>• Feedback from Wells Advisory was updated</li> <li>• Scope extended to include ELICOS courses</li> <li>• Definitions linked to Glossary of Terms</li> <li>• Minor editorial changes have been made</li> </ul>